

APPENDIX ECOMMERCIAL ITEM DESCRIPTIONSA. GENERAL

The GSA is responsible for CID policies and procedures. When developing, updating, canceling, **or** validating CIDs, Preparing Activities must follow the policies and procedures in the GSA Handbook FPMR 101-29 (reference (m)), the general standardization requirements in Chapters 4 and 5 of this Manual, and the supplementary requirements in this Appendix. The SD-2 (reference (g)) also contains supplementary information for preparing CIDs. If a conflict arises between this Manual and reference (m) on preparing CIDs, reference (m) shall govern.

B. CID DEVELOPMENT PROCESS

Figure E-1 depicts the typical CID development process in the Department of Defense.

1. Determine the Need. After NGSS, CIDS are the document of choice for buying commercial products. A CID shall only be developed or revised if a NGS does not exist that meets the users' need. If a NGS exists that nearly meets the need, but requires changes, the Preparing Activity shall develop a CID using the NGS as the primary basis for the requirements. At the same time, the Preparing Activity shall request the appropriate NGSB to make the necessary changes to the NGS, and the CID shall be **cancelled** when the changes to the NGS are made. Besides the need determination guidance offered in the SD-2 (reference (g)) and subsection B.1. of Chapter 4, the following determinations must also be made before taking the time and resources to develop a CID:

a. Does a product exist in the commercial market that will meet the users' need, preferably with little or no modification? Market research is an important part of the need determination process. Essentially, CIDS are used to buy existing commercial items. Do not use CIDS to encourage the development of a commercial item. Purchase descriptions can be used for research and development purposes.

b. Will a CID type document meet the users' needs? CIDS are short, simple product descriptions. The requirements need to describe briefly commercially-available items in such a way as to

standardize on products that meet the users' needs. If the commercial product is especially complex and a lengthy document is needed to describe the requirements, a Federal specification may be needed. If the requirements are stated in terms of performance instead of detail design, a CID can usually be used even for complex commercial products.

**c.** Is there a need for a CID to support repetitive acquisitions in excess of 25,000 dollars annually? For occasional, small commercial purchases, a purchase description could be used instead of a CID.

2. Standardization Project Approval. As a minimum, the LSA should use the questions in Appendix K as guidance for determining project approval. Nearly all projects for CIDs should be coordinated. The LSA shall challenge any requests for limited coordinated projects. The LSA shall not approve any requests for interim projects. CIDS are usually very short, and it should be possible to achieve expedited coordination through telephone calls or telefax, or request a quick reply by mail.

3. Drafting the CID. Besides the general requirements in section C. of Chapter 5, the following administrative requirements apply:

a. CIDS shall not be source documents for DIDs or require data. Therefore, all CIDS shall be marked "AMSC N/A" in the lower left-hand corner of the first page.

b. CIDS shall always be marked with "Distribution Statement A. Approved for public release; distribution is unlimited" at the bottom of the first page.

**c.** CIDS shall not contain classified information.

d. CIDS shall not contain qualification requirements.

4. Coordination. Since nearly all CIDS are coordinated documents, Preparing Activities shall coordinate CIDS with the LSA, Custodians, Review Activities, other DoD users, and a representative segment of industry. In many cases, civilian Agencies have an interest in DoD prepared CIDS and should be included in the coordination. The Preparing Activity should contact the GSA (the Department of Veterans Affairs for FSG 65 and the Department of Agriculture for FSG 89) if it needs help in identifying civilian Agency interest.

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1. 5. Printing, Distribution, and Indexing. The requirements of section H. of Chapter 5 shall be followed, except the Preparing Activity shall also send a copy of the CID to the GSA.

**C. CANCELLATION**

When the DoD Preparing Activity determines that a CID should be canceled, the following steps shall be taken:

1. Obtain a project number from the LSA.

2. Coordinate the cancellation notice with civilian Agencies, Custodians and Review Activities, and affected segments of industry. The cancellation notice should identify a superseding document(s), if possible, and provide a cross reference of classifications.

3. If no objections are received, the cancellation notice shall be approved and dated. One original copy shall be sent to the DoDSSP for printing and distribution and a second original shall be sent to the GSA.

4. If objections to the cancellation are received, the DoD Preparing Activity shall attempt to resolve the objection. If resolution is not possible, Preparing Activity responsibility may be transferred to the objecting SMA or civilian Agency.

**D. WITHDRAWAL OF INTEREST IN A CID**

If the DoD Preparing Activity determines that there is no DoD interest in a CID, but that a civilian Agency does have an interest, the DoD Preparing Activity shall submit a DD Form 1865 to the DoDSSP to delete DoD interest from the Federal document and transfer Preparing Activity responsibility to the civilian Agency. The DoD Preparing Activity shall send copies of the DD Form 1865 to the LSA, the GSA, and the civilian Agency assuming Preparing Activity responsibility.

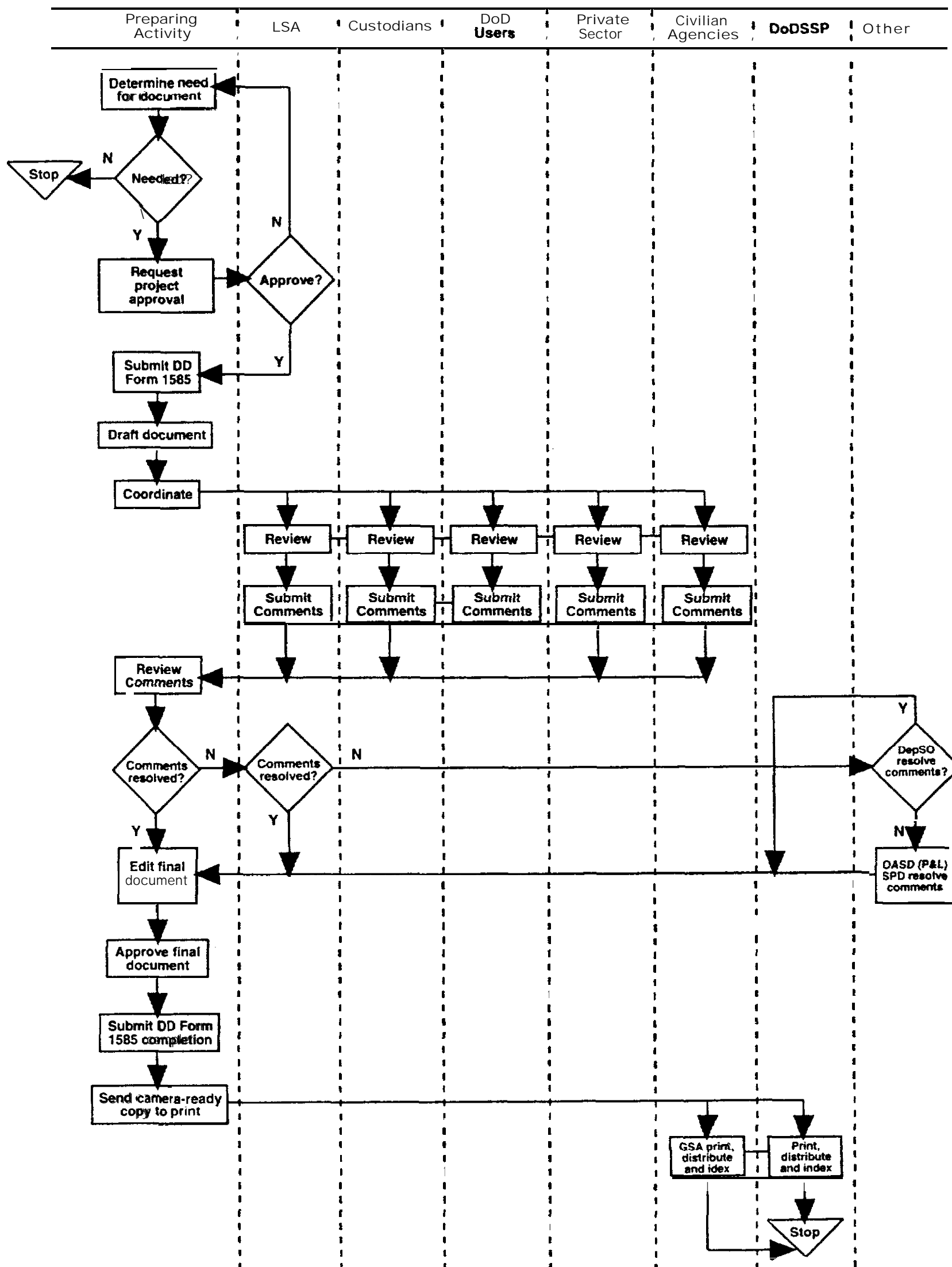


Figure E-1. Typical Development Process for CIDS ,